

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
January 30<sup>th</sup>, 2020 Meeting  
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow

Others Present: Bridget Cooke

- 1) The initial meeting of the AD HOC Transition Committee was called to order by Terry Turnquist on January 30<sup>th</sup>, 2020 at 1:00 pm and roll call was taken. Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Caleb Johnson, 2<sup>nd</sup> by Steven Woodstock to adopt agenda. Motion carried.
- 3) Election of Officers: Motion by Robin Meier, 2<sup>nd</sup> by Tim Stieve to elect Terry Turnquist as Chair. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Troy Snow to close nominations and cast a unanimous ballot for Terry Turnquist as Chair. Motion carried. Motion by Terry Turnquist, 2<sup>nd</sup> by Caleb Johnson to elect Joel Petty as Vice Chair. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Tim Stieve to close nominations and cast a unanimous ballot for Joel Petty as Vice Chair. Motion carried. Motion by Terry Turnquist, 2<sup>nd</sup> by Robin Meier to elect Tim Stieve as Secretary. No other nominations were made. Motion by Robin Meier, 2<sup>nd</sup> by Betsy Larson to close nominations and cast a unanimous ballot for Tim Stieve as Secretary. Motion carried.
- 4) New Business
  - a) Compile prioritized list of areas for the Ad Hoc Committee to address. Discussion followed and the following is a list that was developed for the immediate future.
    - (1) BDAS Organizational Chart/Structure
    - (2) Billing – Contracted Service versus In-house
      - (i) Develop RFP for Billing Services
      - (ii) Billing Software updates
    - (3) Medical Direction Services
    - (4) Training Center
    - (5) Contracted IT Services versus In-house
    - (6) Review of Clinical Staffing
    - (7) Review of Management Study previously completed on BDAS
    - (8) BDAS Legal Services
    - (9) Review of all Policies, Procedures, Commission By-Laws
    - (10) Update/Development of Employee handbook
    - (11) Performance Appraisals for all staff

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- b) Review and discussion of BDAS Current Organizational Chart. BDAS Organizational Chart was passed out.
  - c) Motion by Robin Meier, 2<sup>nd</sup> by Troy Snow to convene in Closed Session pursuant to §19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review and discussion of potential changes in the Organizational Structure to recommend to full Commission. Roll Call vote – Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
  - d) Open Session: Motion by Tim Stieve, 2<sup>nd</sup> by Caleb Johnson to return to open session. Roll call vote– Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
  - e) Discuss need for RFP for billing services was covered under a).
- 5) Set next Meeting and agenda items – meeting was set for February 13<sup>th</sup>, 2020 to start at 9:00 a.m. if that works for Joel Petty otherwise meeting to start at 10:00 am.  
Next agenda to include discussion of the Organizational Chart/Structure and Billing services, including RFP for outside Billing services.
- 6) Adjournment – Motion by Troy Snow, 2<sup>nd</sup> by Robin Meier to adjourn. Motion Carried.

Respectfully Submitted,

Tim Stieve, Secretary  
Baraboo District Ambulance Commission